THE UNIVERSITY of NORTH CAROLINA at CHAPEL HILL

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Introduction

This level one multimedia classroom has been designed to make it easy for you to deliver engaging classroom activities. This packet guides you through the operation of all features and functions of the equipment. The design of this classroom and the functionality it offers are direct results of the feedback from people such as you. We believe that Carroll 111 represents the best combination of usability and scalability to meet your changing needs for technology in the classroom.

Let's Talk...

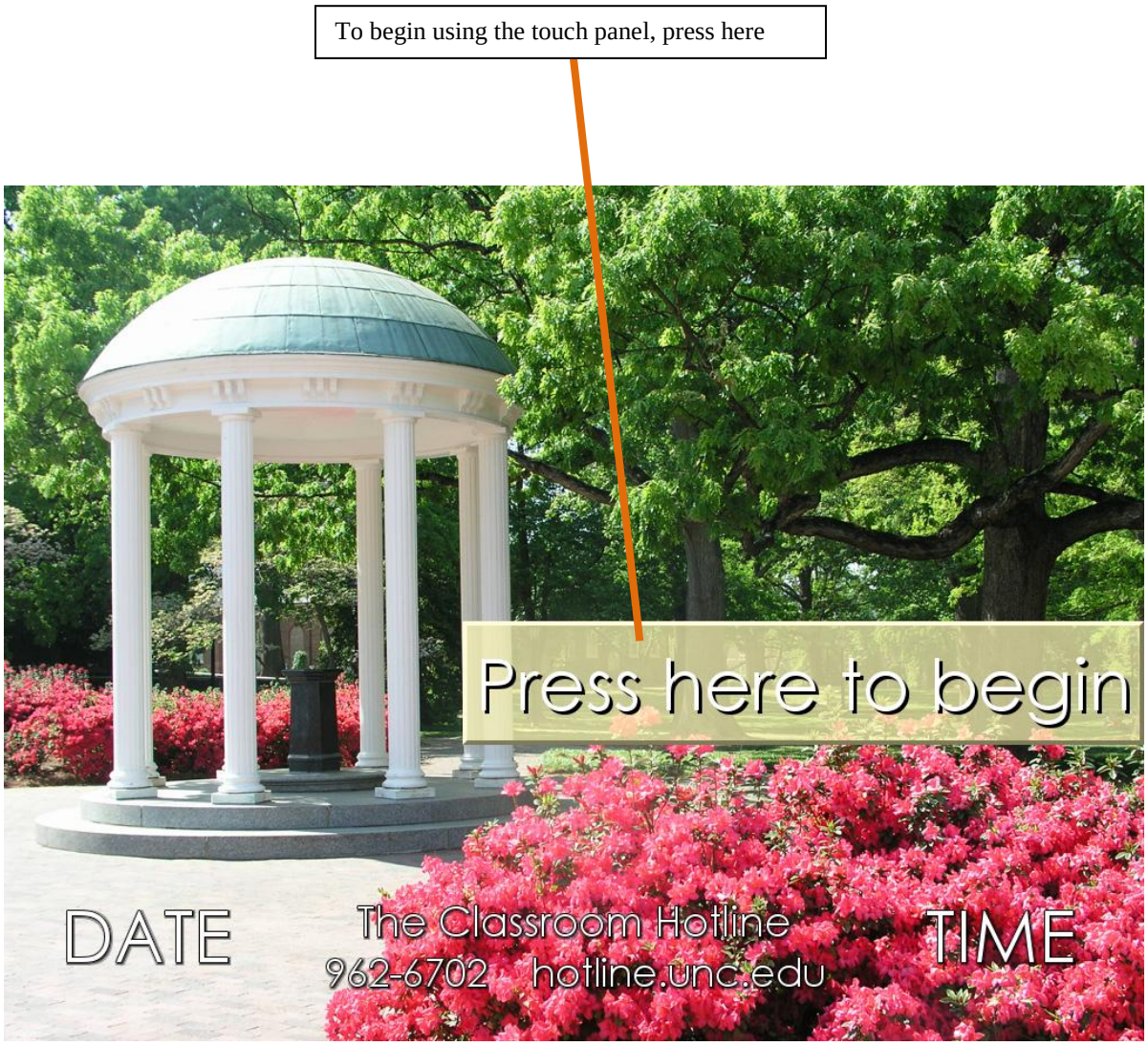
We would like to hear from you anytime you discover an opportunity for improvement to this facility. We'd also like to listen to you discuss ideas about what you'd like to try to achieve in the classroom and how improvements might better enable you to do so. And, of course, if you experience any difficulty, simply pick up the red HOTLINE phone.

The HOTLINE Phone

To Report a problem in a in a room, just pick up the RED Phone. It will automatically be connected to our office.

STRESS BUSTER
IF we cannot solve the problem over the phone, please specify whether or not the technician may interrupt your class to resolve the problem.

The Touch Panel: Start Pages



The Touch Panel: An Overview

Main Menu Bar

The Main Menu Bar accesses all of the devices in the room.

Room Control Bar

The Room Control Bar accesses all the room settings.

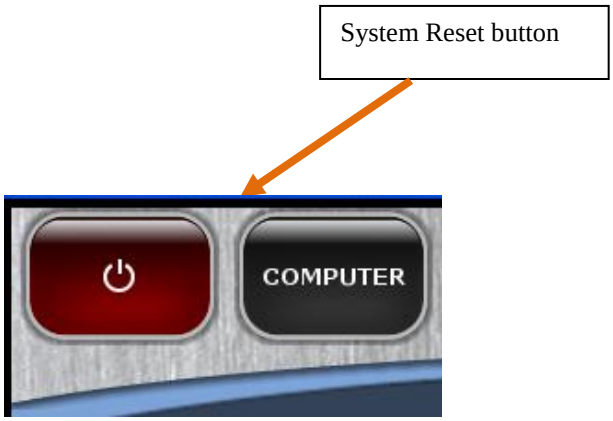
Program audio control buttons

STRESS BUSTERS

ITS Classroom Hotline: 962-6702 Web Address: http://hotline.unc.edu Email: hotline@unc.edu

More power to you: Your laptop's battery should last for about an hour and a half, but why risk it? Bring your AC adapter with you and use it during your presentation/lecture.
You'll never feel powerless again!

The Touch Panel: System Reset



The SYSTEM RESET BUTTON is located in the top left corner of every page. Press this button at the end of every event/presentation to "reset" the system to its default settings for the next user and to protect the life of the equipment. This will ensure that the system will operate properly for the next user.

After pressing SYSTEM RESET (Figure 1), the video projector will turn off, as will each piece of equipment located inside the A/V cabinet. This is fully automated, so you do not need to turn the equipment off yourself. If you press SYSTEM RESET accidently, you have 10 seconds to press the screen again to abort the reset and continue as before. If 10 seconds pass without the screen being touched, the system will enter a two minute cool down period while it restores to the default settings. During this two-minute period, the system will not be usable.

Figure 1

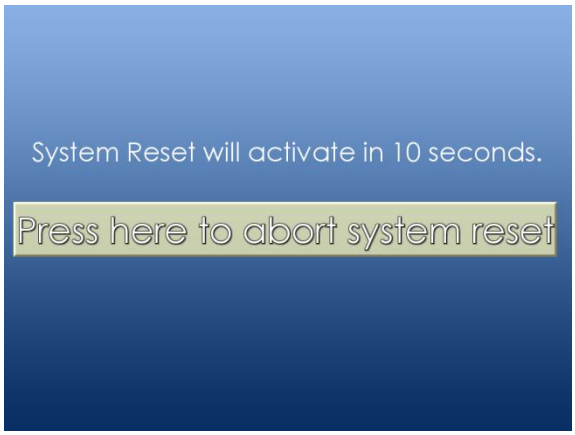
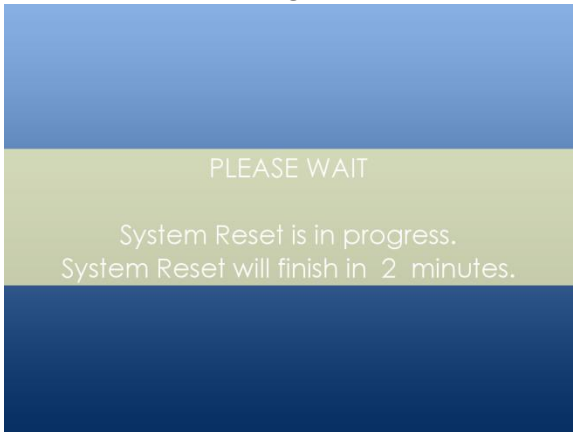
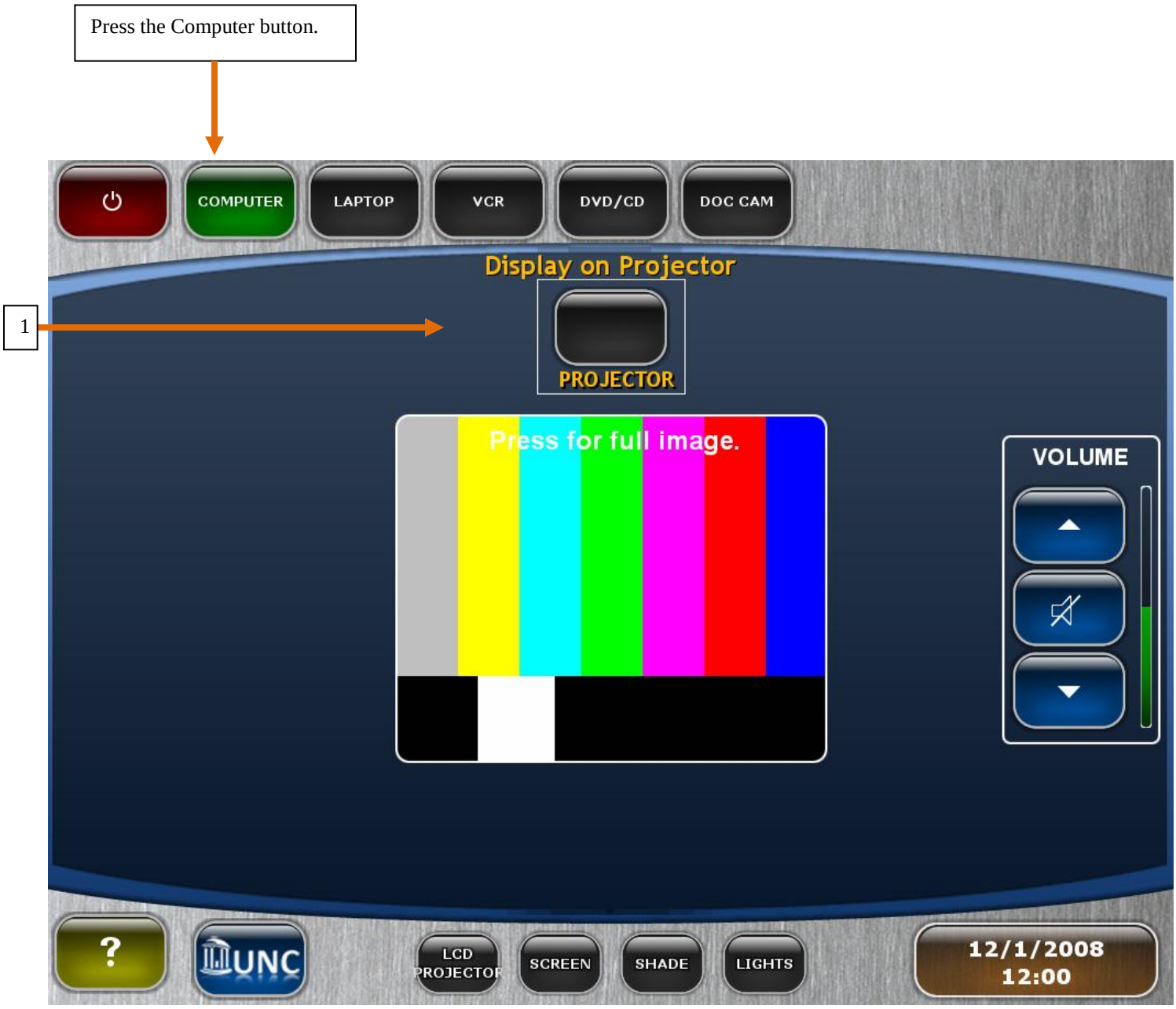


Figure 2



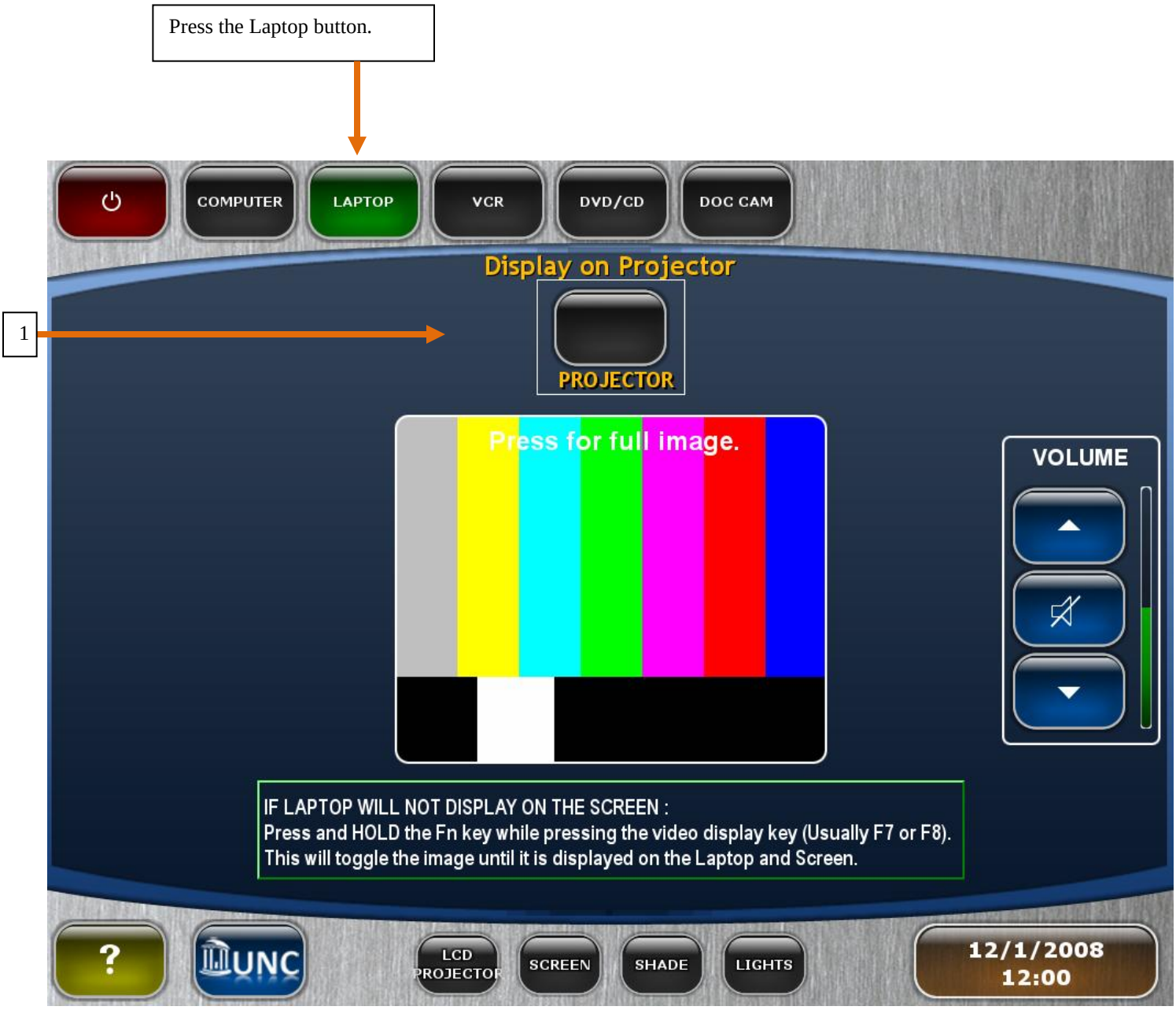
The Main Menu Bar: Computer Control



1) Use PROJECTOR button to display the computer image.

STRESS BUSTERS
If you don't see an image after selecting Computer, don't worry. If unused for awhile, the computer will sometimes go into hibernation or sleep mode. To wake it up, move the mouse around or press the space bar on the keyboard.

The Main Menu Bar: Laptop Control



1) Use PROJECTOR button to display the laptop image.

The Main Menu Bar: Laptop Control (Cont'd)

Stress Busters

1.) Plug in your AC power adapter (optional), and turn your laptop on.
2.) Attach the audio and video cables to your laptop.
3.) Attach the network cable to your laptop network adapter, if you want to connect to the network.
4.) Toggle your display by pressing Function (Fn) and F7 together. This may be Fn and F5 depending upon your laptop.)

The Main Menu Bar: VCR

1) Use PROJECTOR button to display the VCR image
2) Rewinds a VCR tape
3) Plays a VCR tape
4) Fast Forwards a VCR tape
5) Pauses a VCR tape
6) Stops a VCR tape
7) Ejects a VCR tape
8) Displays a counter
9) Resets the counter
10) Enables an aux video source to be displayed though the front AV jacks
11) Changes TV channels where available

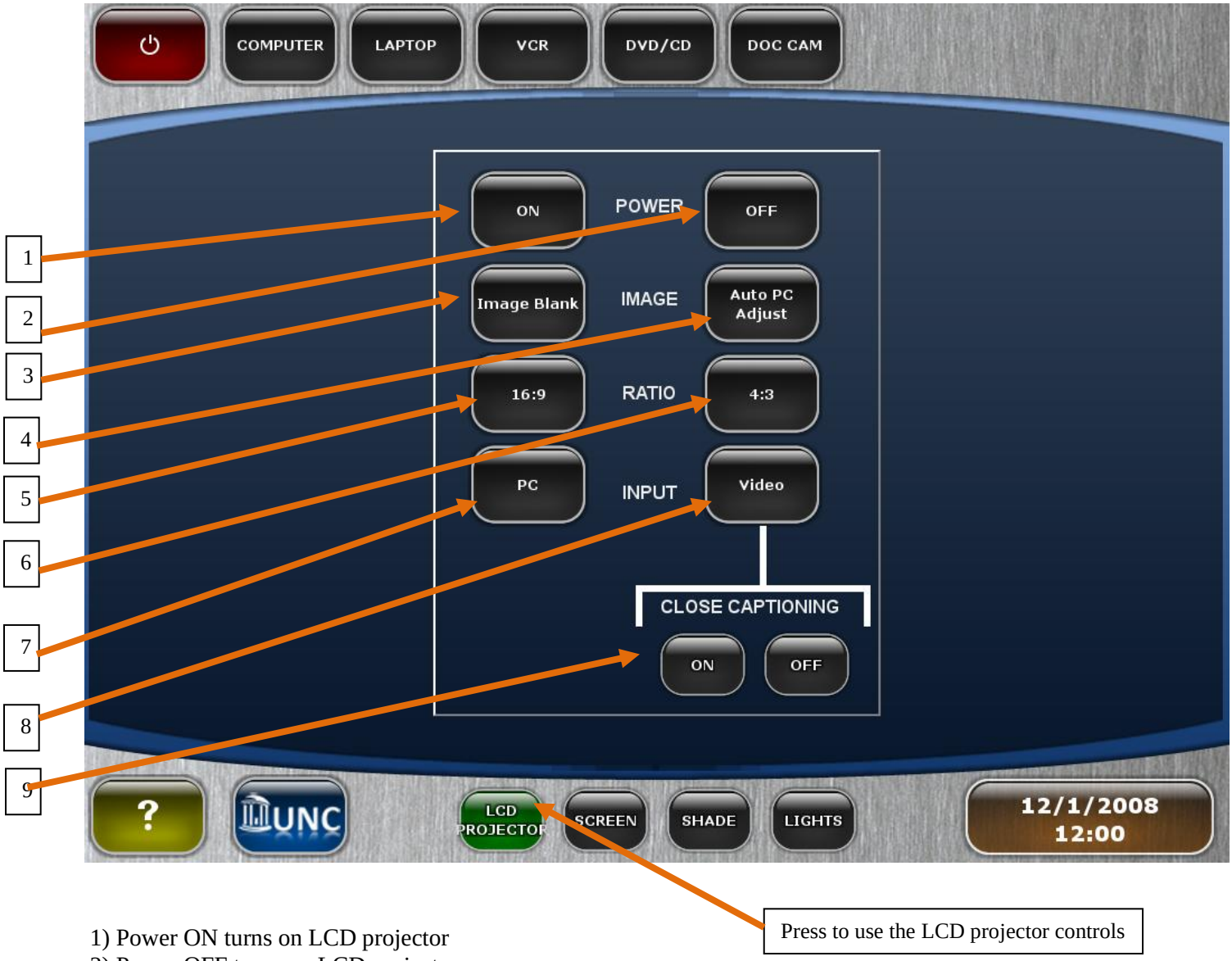
The Main Menu Bar: DVD/CD

1) Use PROJECTOR button to display the DVD or CD image
2,4) Scans backwards or Forwards
3) Plays a DVD or CD
5) Pauses a DVD or CD
6) Stops a DVD or CD
7,8) Skips backwards or forwards
9) Ejects a DVD or CD
10) Displays Search keypad
11) Displays the DVD menu
12) Menu navigation keys
13) Displays a counter

The Main Menu Bar: DOC CAM

Use PROJECTOR button to display the Doc Cam image

The Room Control Menu Bar: LCD Projector



1) Power ON turns on LCD projector
2) Power OFF turns on LCD projector
3) IMAGE BLANK mutes and unmutes the LCD projector image
4) AUTO PC ADJUST adjusts the projector to the best computer image
5) 16:9 ratio display video in a 16:9 format
6) 4:3 ratio display video in a 4:3 format
7) PC input displays a computer image
8) VIDEO input displays the VCR or DVD
9) Turns on or off close caption

STRESS BUSTERS
WARNING!!!
IF YOU TURN THE PROJECTOR OFF, IT CANNOT BE TURNED ON FOR 2 MINUTES!

The Room Control Menu Bar: LCD Projector (Cont'd)

If you want to have your display ready and waiting but hidden from your audience without turning the projector off, use the IMAGE BLANK button. This will take the projected image off the screen, but will leave the projector on and running. Doing this will avoid the two minute down and warm up times.

To show the image again, press IMAGE BLANK. If you need to change the input on one of the projectors, press the appropriate DATA or VIDEO button to display the image.

Aspect ratios are typically in 4:3 or 16:9. 4:3 are what you normally see on TV or desktop PC monitors. 16:9 represents widescreen, typically used for HDTV or movies.

Note: Some movies are played with black bars on the top and bottom to display the image in a widescreen aspect ratio on a 4:3 screen. If so, you may not need to use the 16:9 option.

The Room Control Menu Bar: Screen

The **SCREEN** button gives you control over the center screen. You may raise or lower the SCREEN. Pressing the **UP** button will raise the selected screen. Pressing the **DOWN** button will lower the selected screen. The screens are preset at specific levels and heights. If the levels are off or not operating correctly, please call the hotline for assistance

The Room Control Menu Bar: Shades

Pressing the **UP** button will raise the shades.
Pressing the **DOWN** button will lower the shades.

The Room Control Menu Bar: Lights

There are four preset levels to which the lights may be set:

1) ALL ON sets lights to 100%
2) MEDIUM sets lights to 50%
3) LOW sets certain lights to 25% for optimal video viewing
4) ALL OFF turns all lights off.

Depending on the room, some of the Zone lights are dimmable while others are either on/off.

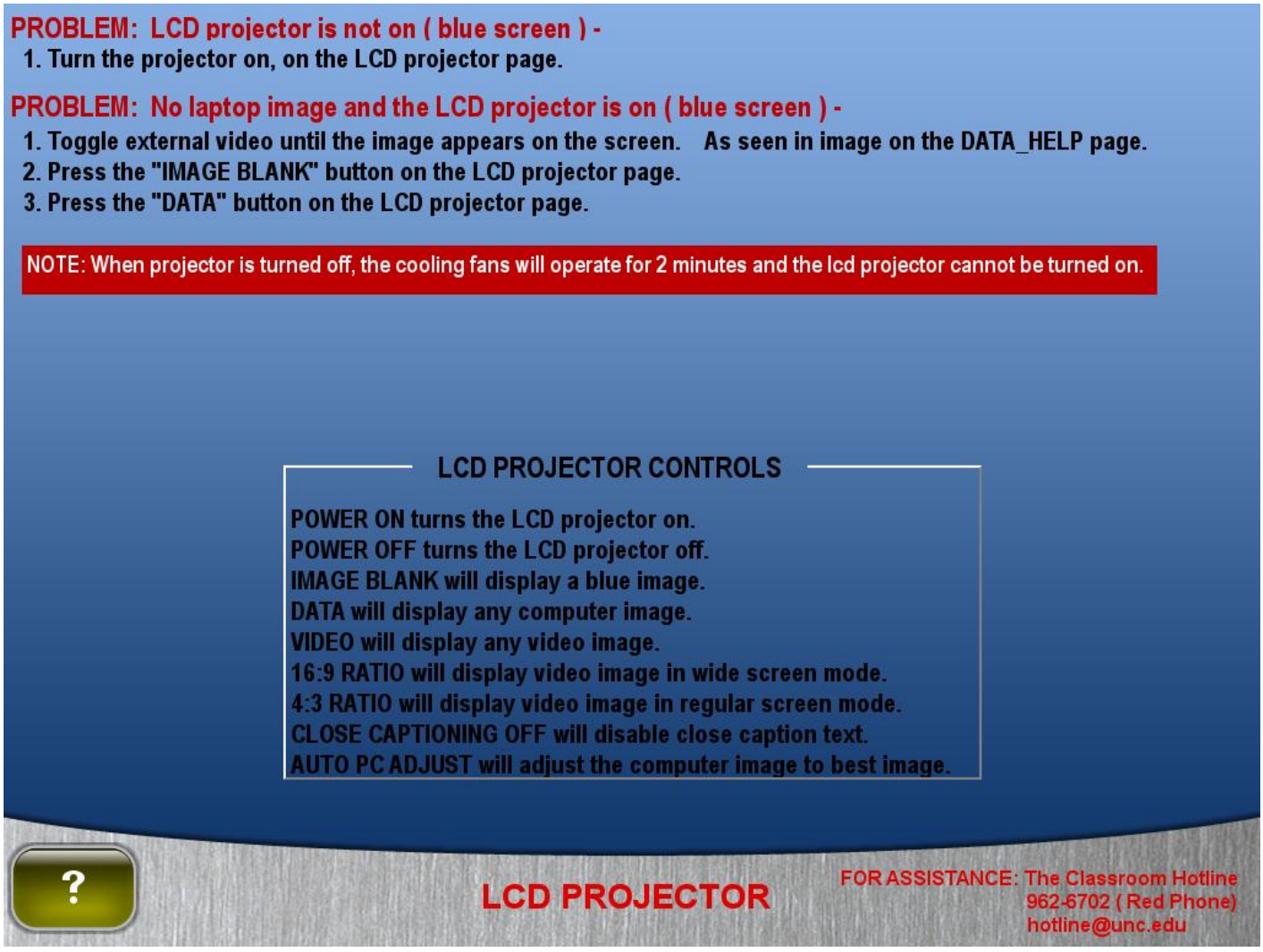
The Room Control Menu Bar: Help

The **HELP** button provides quick and easy access to information concerning the touch panel as well as the multimedia technology in the room.

After selecting a device, pressing **HELP** will generate a help page for that device.

Press **HELP** again to quit help and return to normal use of the touch panel

Example Help Page

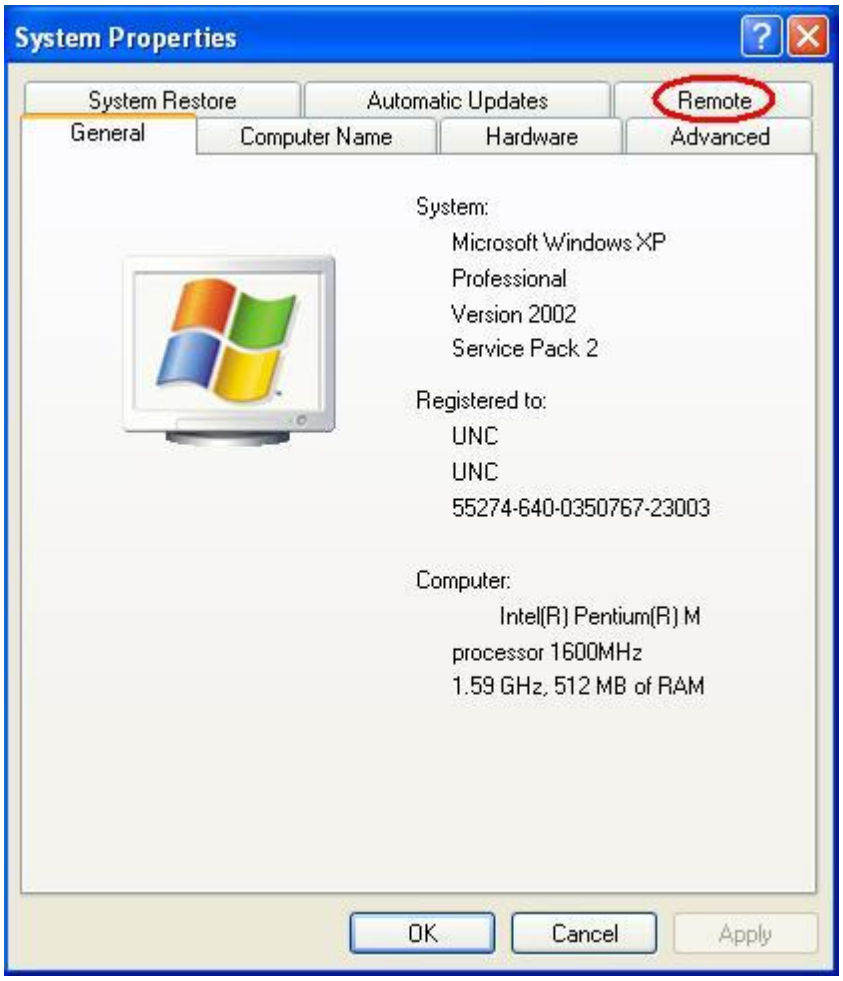

PROBLEM: LCD projector is not on (blue screen) -
1. Turn the projector on, on the LCD projector page.
PROBLEM: No laptop image and the LCD projector is on (blue screen) -
1. Toggle external video until the image appears on the screen. As seen in image on the DATA_HELP page.
2. Press the "IMAGE BLANK" button on the LCD projector page.
3. Press the "DATA" button on the LCD projector page.
NOTE: When projector is turned off, the cooling fans will operate for 2 minutes and the lcd projector cannot be turned on.
LCD PROJECTOR CONTROLS
POWER ON turns the LCD projector on.
POWER OFF turns the LCD projector off.
IMAGE BLANK will display a blue image.
DATA will display any computer image.
VIDEO will display any video image.
16:9 RATIO will display video image in wide screen mode.
4:3 RATIO will display video image in regular screen mode.
CLOSE CAPTIONING OFF will disable close caption text.
AUTO PC ADJUST will adjust the computer image to best image.
?
LCD PROJECTOR
FOR ASSISTANCE: The Classroom Hotline
962-6702 (Red Phone)
hotline@unc.edu

The In-Class Computer: Using Remote Desktop to view your own PC

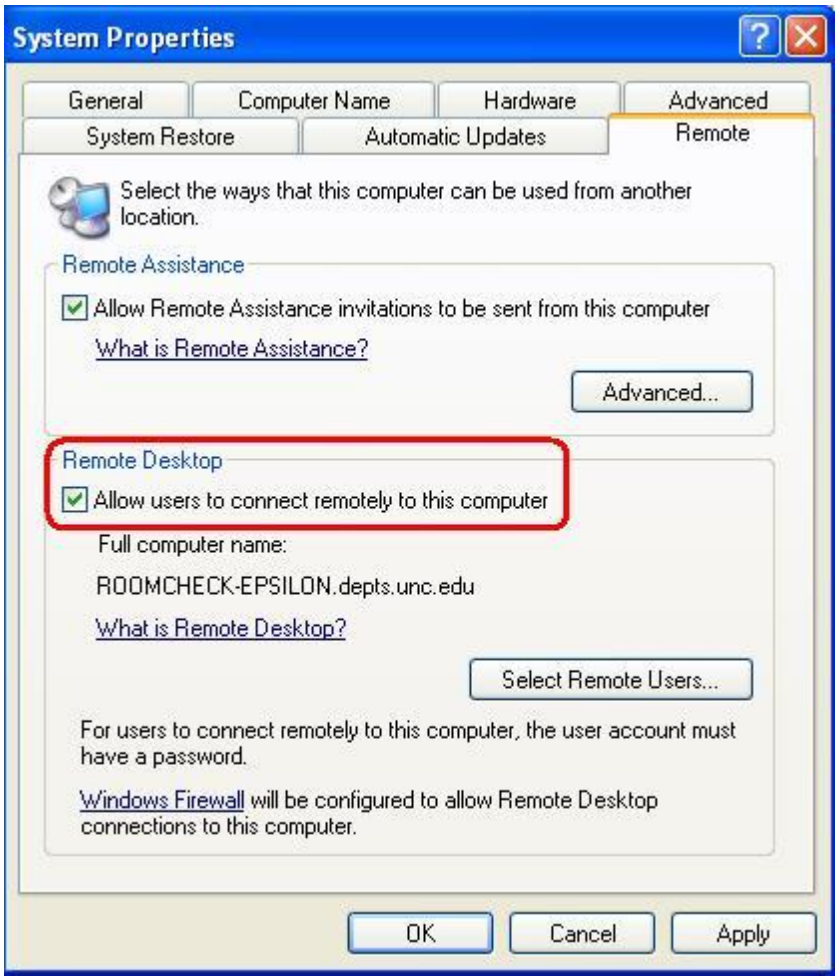
Before you can connect to your office computer, you must change your settings to enable a connection from a remote user. You must first enable the Remote Desktop feature on your office computer so that you can control it remotely from the Network PC.

I. Enabling your office computer to use Remote Desktop

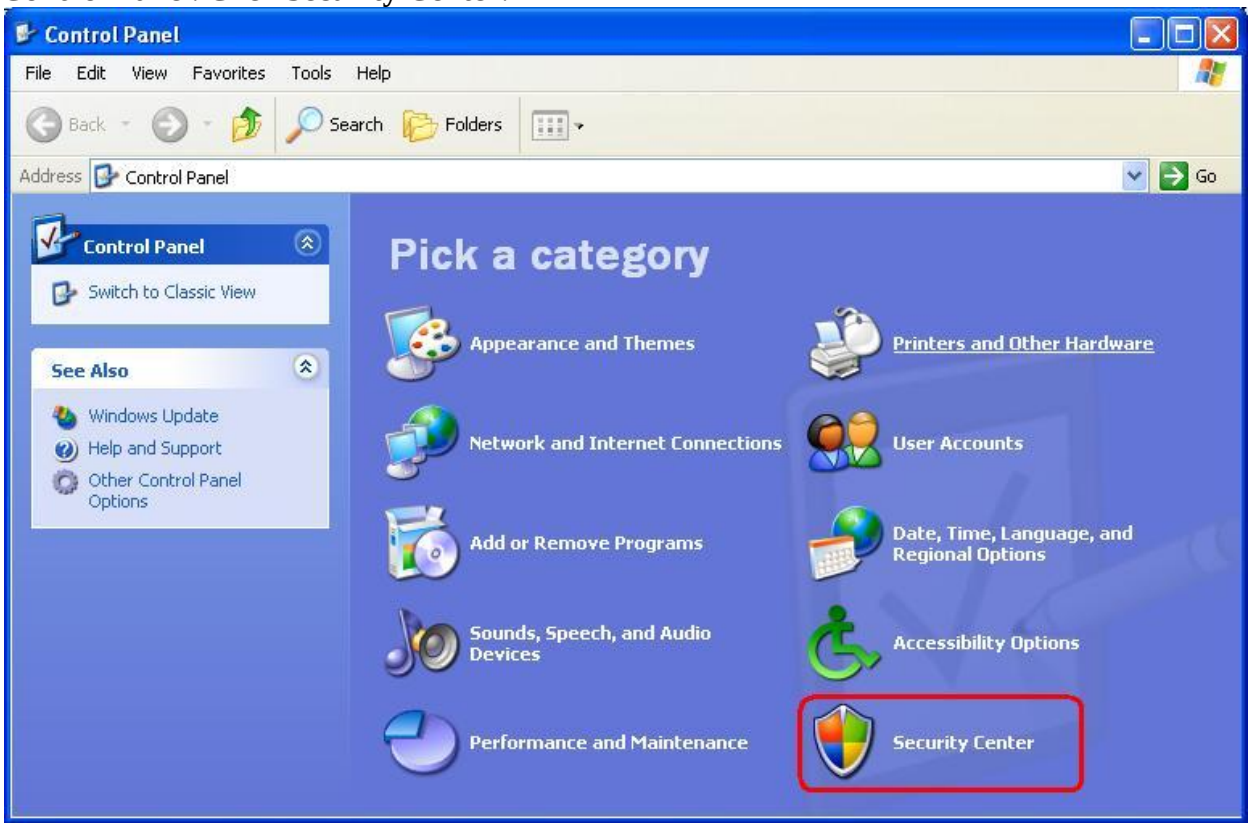
Right-click **My Computer** and choose **Properties**. You should get a box labeled System Properties that looks like the picture below. Click on the **Remote** tab.



Check box **Allow users to connect remotely to this computer**. Write down your **Full computer** name and keep it for later use. If you would like to change your computer name you can click on the **Computer** Name tab to do so. Click **OK**.



Make sure the firewall does not block Remote Desktop by clicking on **Start**, then **Control Panel**. Click **Security Center**.



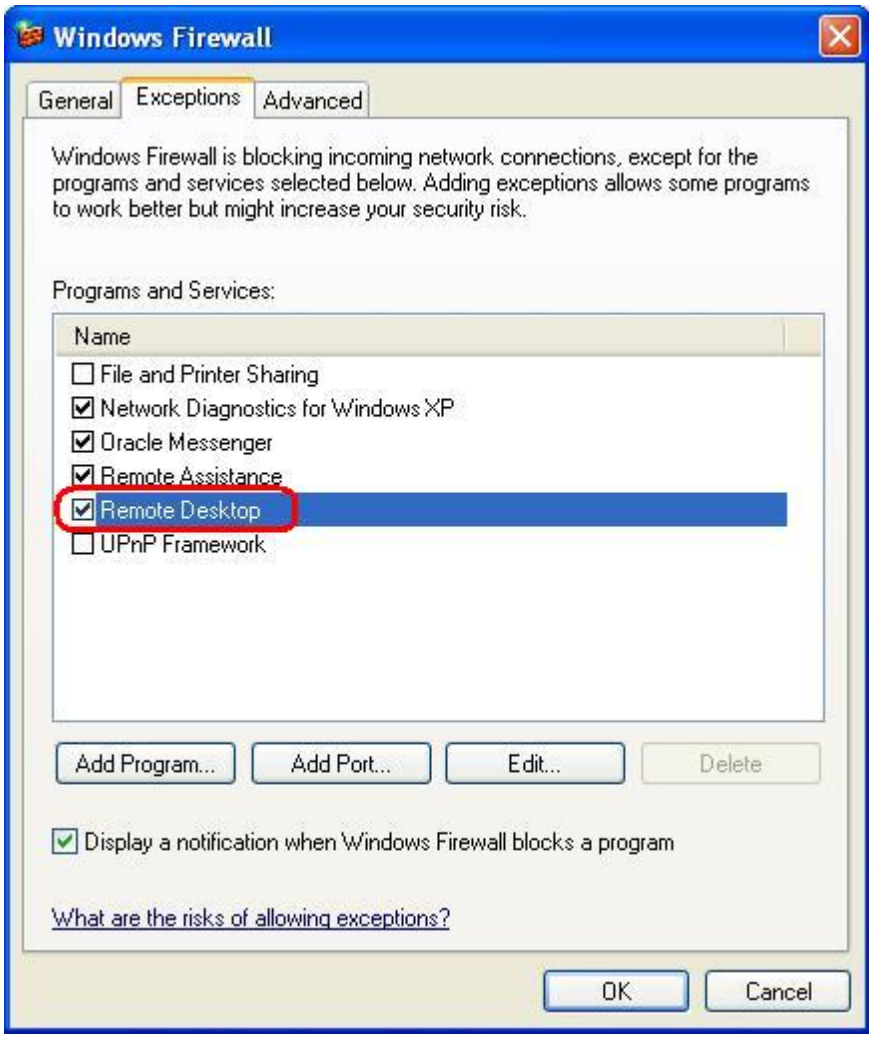
Click **Windows Firewall.**

Windows Security Center
Security Center
Help protect your PC
Resources
Get the latest security and virus information from Microsoft
Check for the latest updates from Windows Update
Get support for security-related issues
Get help about Security Center
Change the way Security Center alerts me
Security Essentials
The security settings on this computer are managed by a network administrator because it is part of a domain (a group of computers on a network). To help protect your computer, the administrator of this computer should do the following:
Install and use a firewall such as Windows Firewall in Microsoft Windows XP or another firewall.
Set up Automatic Updates to download and install critical updates automatically.
Install antivirus software and keep it turned on and up to date.
What's new in Windows to help protect my computer?
Manage security settings for:
Automatic Updates
Internet Options
Windows Firewall
At Microsoft, we care about your privacy. Please read our privacy statement.

Make sure that the **Don't allow exceptions** box is not checked.

Windows Firewall
General
Exceptions
Advanced
Windows Firewall is helping to protect your PC
Windows Firewall helps protect your computer by preventing unauthorized users from gaining access to your computer through the Internet or a network.
On (recommended)
This setting blocks all outside sources from connecting to this computer, with the exception of those selected on the Exceptions tab.
Don't allow exceptions
Select this when you connect to public networks in less secure locations, such as airports. You will not be notified when Windows Firewall blocks programs. Selections on the Exceptions tab will be ignored.
Off (not recommended)
Avoid using this setting. Turning off Windows Firewall may make this computer more vulnerable to viruses and intruders.
Windows Firewall is using your domain settings.
What else should I know about Windows Firewall?
OK
Cancel

Click on the **Exceptions** tab and check the **Remote Desktop** box. Then click **OK**.

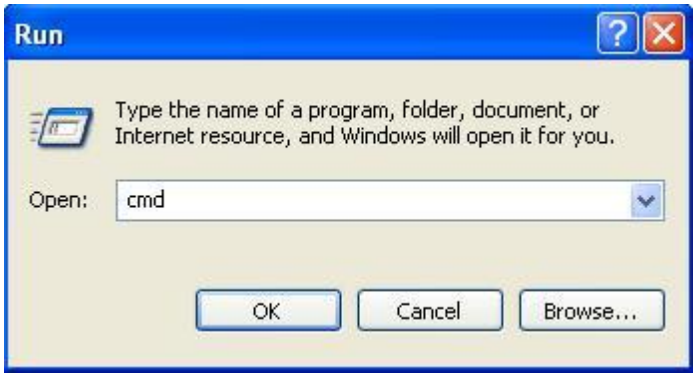


II. Finding the IP Address of your office computer

*__Note__: This section (Section II) is unnecessary if you wrote down your **full computer name**. Just make sure to leave your computer on.

Click **Start**, then **Run**.

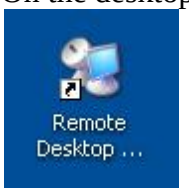
Type **cmd** into the **Open**: field and click **OK**.



A window with a black background (DOS window) will emerge. Type **ipconfig** and press **Enter**. The IP Address will be under the heading, **Ethernet adapter Local Area Connection**. It will be your first combination of four digits separated by three periods (i.e. 152.2.12.1). Write down the IP address and leave your computer on. It is recommended that you use your **full computer name** instead of IP address. Because of the way the network operates, your IP address may change every once in a while but your full computer name will not. Check your IP address periodically to make sure it is the same as the last time you wrote it down.

III. Connecting to your office computer from the Classroom

On the desktop of the classroom computer, double-click on the **Remote Desktop** icon.



Type in the full computer name or the IP address of your office computer and click **Connect**.

Enter the User Name and password you would use to login to your office computer. A bar should appear at the top of the screen. You can use the push pin icon to auto-hide the bar. Also, by pressing the minus (-), you can minimize remote desktop and switch back to controlling the classroom computer. Make sure to disconnect when you are finished with class by closing the remote desktop bar.

Please remember to practice the process before your first class. As always, call 962-6702 to schedule a demonstration of classroom equipment.

The In-Class Computer: Using your USB key

USB keys are also called flash drives, memory sticks, pen drives, etc. To use them, simply plug them into the USB slot in a computer. Depending on the brand, you may have to go to “My Computer” and it should show up there. In a few of the classrooms, the front of the computer is exposed and you just plug in your USB key into the USB slot in the front. Most of the classrooms with computers in them have a USB extension cable that looks similar to the pictures below. The extension cable is either on the desktop or in a drawer.

What If...

Problem	Possible Reason	Help
No image on screen	LCD Projector is not on	Press the ON button
No audio	Volume is not high enough	Adjust the volume
LCD Projector is turned on and LAPTOP is selected, but no laptop display	Laptop display needs to be toggled	Press Function and F8
The screen is blank, but the LCD projector is on	Image blank is on	Press the IMAGE BLANK button on the LCD PROJECTOR page
Still no image on any of the various modes (VCR, DVD, PC, etc.	Projector lamp may be burnt out	Contact hotline for a replacement lamp.
No sound is playing from Laptop, but still working on other menus	Laptop audio output may be too low	Turn up the volume on the laptop and also verify that the volume on the amplifier is turned up
No audio	Source is not sent to a projector	Select LEFT or RIGHT Projector